

Photo Journalist/Writer - 15591

Joint Duty Number: ODNI-15-0306C

Agency: ODNI

Grade: GG/GS-14

Location: Virginia-Northern Virginia

Start Date: 03/29/2016

Duty Description: Major Duties and Responsibilities:

Serve as ODNI's principal photo journalist to communicate the ODNI story through visual, written and oral presentations.

Take digital photographs, edit photos and write captions; write news, features and explanatory articles for ODNI internal publications and all ODNI websites and blogs.

Manage the ODNI photographic archive.

Provide professional guidance on the feasibility of each proposed project, and determine the requirements, techniques, methods, and procedures to be used to achieve the project objective.

Manage photography initiatives between senior ODNI officers and component staffs to build trust and rapport.

Stay abreast of current ODNI events and manage content updates of internal ODNI website and ODNI Intercept.

Liaise with internal communication offices in the IC as well as ODNI media relations and strategic communications efforts.

Manage projects involving the placement, procurement and production of photos placed in ODNI facilities.

Work with print shop on all collateral production needs for PAO.

Work with C/PAO/Internal Communications and graphic designer to develop and maintain the ODNI branding guide.

Deliver timely, relevant, and important information, via photographs and the web, to the ODNI and IC workforces to facilitate understanding of the ODNI's mission, goals and strategies.

Number:

15591

Vacancy Open Date:

03/17/2015

Vacancy Close Date:

03/17/2016

Primary POC:

ODNI Recruitment Team B
703-275-3811 (Commercial)
917-3811 (Secure)
Recruitment_TeamB@dni.gov

Secondary POC:

Mission Category:

Enterprise Management & Support

Position Grade:

GG/GS-14

Additional Grades Considered:

GG/GS-13

GG/GS-12

Duty Station:

McLean, VA

Travel Percentage:

0-25%

Tour Length (months):

24

Reimbursable Position:

REIMBURSABLE

Security Clearance Required:

TOP SECRET//SCI

Polygraph Level Required:

CI

Minimum Qualifications Required: Knowledge, Skills, and Abilities Required:

Skill with digital photography, which includes the use of journalism industry standard digital cameras, and an understanding of the principles of layout and design of photographic projects using industry standard software and hardware for layout, editing and producing final, edited multimedia projects.

Skill with the principles and methods of newspaper and magazine writing and editing including an understanding of writing news stories, features and explanatory articles using the Associated Press writing style.

Skill as content manager for official internal and external websites, social media sites, and management of the internal electronic record filing.

Excellent written and oral communication skills and demonstrated ability to produce concise products that clearly and logically convey complex information and ideas.

Expert analytical and critical thinking skills, including the ability to think strategically, to identify multimedia needs and requirements, and to develop recommendations and solutions.

Demonstrated ability to manage competing priorities under strict deadlines while maintaining a high level of attention to detail; demonstrated ability to work effectively with senior leaders in a high profile and demanding office.

Conditions: Application Details

In accordance with ICD 660, this detail qualifies as an IC Civilian Joint Duty Assignment (JDA) and you may apply for Joint Duty credit upon successful completion of the assignment.

This is a 2-year detail assignment, with an option to extend an additional year if all parties agree.

The selected candidate will be detailed to the position at his or her current grade and salary.

This vacancy will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.

Other Comments: What to Expect Next:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. Due to the large number of applications received, applicants will ONLY be contacted if they have been selected for an interview.

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE

ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION BELOW.

How to Apply: TO APPLY FOR THIS POSITION:

Employees must obtain permission through written endorsement from your employing IC element. Please contact your Agency's Joint Duty Program Office for internal nomination procedures.

If the employing element nominates an employee for the joint duty rotational assignment; it will notify that employee and the joint duty program manager will forward the application package to an appropriate official of the gaining element. Any application submitted directly by an IC employee to the gaining element will not be considered.

APPLICATION PACKAGE:

In accordance with ICS 601-01, all elements will accept a JDA application package that includes the items listed below. No additional written application, nomination, or procedural requirements will be imposed. The standard JDA application package includes:

- a. A brief (two-page limit) candidate resume or biographical summary;
- b. A short narrative describing the applicant's qualifications (general and specific) for the joint duty assignment;
- c. An employing element nomination/endorsement